

Assignment 5

Textbook Assignment: "Ship's Store Operations (continued) and Records and Returns."
Pages 6-5 through 7-4.

<hr/> <p>Learning Objective (Continued): Recognize the principles involved in creating effective displays and signs, and how outside assistance can be provided by NAVRESSO for improvements to ship's stores.</p> <hr/>	<hr/> <p>Learning Objective: Identify the correct procedures for the operation of the retail outlet of the ship's store.</p> <hr/>
<p>5-1. All minor equipment and supplies that you procure for display purposes in the ship's store should be charged to what account?</p> <ol style="list-style-type: none">1. OPTAR2. Ship's Store Profits, Navy3. Ship's store profits (your own ship)4. Navy Stock Fund <p>5-2. Upon approval from the type commander, major modernization equipment that involves the alteration of the ship's structure should be charged to what account?</p> <ol style="list-style-type: none">1. Navy Stock Fund2. Ship's Store Profits, Navy3. OPTAR4. Ship's store profits (your own ship) <p>5-3. Effective signs in a ship's store should contain which of the following components?</p> <ol style="list-style-type: none">1. Lead line2. Head line3. Descriptive information and price4. All of the above <p>5-4. Price information on a ship's store sign should be clearly stated. Which of the following formats should NOT be used on a ship's store sign?</p> <ol style="list-style-type: none">1. \$.80 a day2. \$253. 1.95 to 5.954. Price as marked	<p>5-5. Of the personnel below, which ones are NOT authorized to buy ship's store and clothing stock through the ship's store?</p> <ol style="list-style-type: none">1. Enlisted personnel on board for active duty training2. Public Health Service personnel3. Reserve personnel not on active duty4. Air Force officer en route to duty <p>5-6. For which of the following purposes may authorized patrons purchase ship's store items?</p> <ol style="list-style-type: none">1. Resale2. Barter3. Gift4. All of the above <p>5-7. Final approval of proposed ship's store hours is made by what officer?</p> <ol style="list-style-type: none">1. Ship's store officer2. Executive officer3. Commanding officer4. Type commander <p>5-8. The ceiling on net profit for a ship's store afloat is what percent of the cost of retail sales?</p> <ol style="list-style-type: none">1. 15%2. 17%3. 23%4. 33% <p>5-9. Merchandise that has already been priced in the ship's store can be re-marked only by the authority of what NAVSUP form?</p> <ol style="list-style-type: none">1. NAVSVP Form 9732. NAVSUP Form 9773. NAVSUP Form 9784. NAVSUP Form 983

- 5-10. Standard Navy clothing can be revalued only by the authority of a signed DD Form 200.
1. True
 2. False
- 5-11. Fountain sales to private messes can be made only on a one-time basis within what maximum time frame?
1. Once a month
 2. Once every 60 days
 3. Once per accounting period
 4. Once every 6 months
- 5-12. Credit sales to private messes must be paid within what maximum time frame?
1. By the 15th of each month
 2. Before the end of the accounting period
 3. By the 30th of each month
 4. Before the end of the fiscal year
- 5-13. Which of the following types of legal tender can be excepted as cash for sales in the ship's store?
1. U.S. currency
 2. Traveler's checks
 3. Printed personal checks
 4. All of the above
- 5-14. Until you receive sufficient cash from sales to start the change fund for your ship's store, you will need an advance. Upon written approval by the commanding officer, which of the following individuals can be authorized to advance you the money?
1. Ship's store officer
 2. Disbursing officer
 3. Designated collection agent
 4. Each of the above
- 5-15. All cash must be collected from the ship's store under which of the following circumstances?
1. When the accountable officer or retail store operator is relieved
 2. When the store is closed for more than 72 hours
 3. When the accounting period ends
 4. Each of the above
- 5-16. Mandatory collection will save you the burden of advancing change funds and exchanging receipts.
1. True
 2. False
- 5-17. What person has the only key to the register and will record the ending register reading at the close of business each day?
1. Supply officer
 2. Ship's store officer
 3. Designated collection agent
 4. Either 2 or 3 above, depending upon authorization by the commanding officer
- 5-18. Shortages or overages must be substantiated by an overring/refund voucher if they are in excess of what amount?
1. \$1
 2. \$5
 3. \$10
 4. \$15
- 5-19. The cash receipt book is maintained by what person?
1. Ship's store operator
 2. Cash collection agent
 3. Supply officer
- 5-20. There is only one authorized procedure for collecting cash in the ship's store.
1. True
 2. False
- 5-21. Which of the following publications authorizes the ship's store officer to grant refunds?
1. NAVSUP Manual
 2. NAVCOMPT Manual
 3. Armed Services Exchange Regulations
 4. NAVSUP P-487
- 5-22. Ship's store refund vouchers (NAVSUP Form 972) must be approved by what person?
1. Supply officer
 2. Ship's store operator
 3. Ship's store officer
 4. Commanding officer
- 5-23. Defective merchandise that is covered by a guarantee is returned for refund. What disposition should be made of this merchandise?
1. Returned to the vendor for an adjustment or replacement
 2. Repaired by commercial sources
 3. Sold at a reduced price
 4. Surveyed

IN ANSWERING QUESTIONS 5-24 THROUGH 5-28, SELECT THE FORM LISTED IN COLUMN B THAT CORRESPONDS TO THE PURPOSE LISTED IN COLUMN A.

	<u>A. PURPOSES FOR WHICH USED</u>	<u>B. FORM</u>	
5-24.	Verification entries of sales	1. NAVSUP 470	
5-25.	Record of daily register readings	2. NAVSUP 235	
5-26.	Record of cash collected from store operator	3. NAVSUP 469	
		4. DD 1149	
5-27.	Record of refunds made		
5-28.	Record of deposits end of month		
5-29.	Restrictions on the sale of tax-free tobacco products apply to which of the following products or condition?		
	1. Foreign manufactured products		
	2. Domestic products		
	3. Sales within the a 3-mile limit of the United States		
	4. All of the above		
5-30.	Tax-free cigarette may be taken ashore under which, if any, of the following conditions?		
	1. When the ship is in its home port		
	2. Upon permission being given by the ship's store officer		
	3. When the ship has been out for 120 days or more		
	4. None of the above		
5-31.	What maximum number of tax-free cigarette are allowed ashore in authorized areas?		
	1. 2 packs		
	2. 2 cartons		
	3. 3 cartons		
	4. 5 packs		
5-32.	At the end of the accounting period the value of all bulk sales should be posted to which of the following forms?		
	1. NAVSUP 1234		
	2. NAVSUP 470		
	3. NAVSUP 978		
	4. DD 1149		

5-33. As a leading Ship's Serviceman, you are responsible for ensuring that your people take which of the following actions in regard to security?

1. Maintain security of funds
2. Comply with security of spaces
3. Observe general shipboard security
4. All of the above

5-34. Retail spaces are included in which of the following security groups?

1. Group I
2. Group II
3. Group III
4. Group IV

5-35. Service spaces in which of the following groups are controlled by Ship's Servicemen?

1. Group I
2. Group II
3. Group III
4. Group IV

5-36. Regulation governing sanitation in ship's store spaces are contained in NAVMED P-5010.

1. True
2. False

Learning Objective: Recognize the methods of resolving mechanical and servicing problems associated with the operation and maintenance of vending machines.

5-37. Which of the following conditions will cause mechanical problems of shipboard vending machines?

1. Erratic movement of the chip
2. Customers' abuse
3. Both 1 and 2 above
4. Normal movement of the ship

5-38. Which of the following forms must you use to request vending repair services?

1. DD Form 1149
2. DD Form 1155
3. NAVSUP Form 977
4. NAVSUP Form 1234

5-39. Services for repair of vending machines, are charged directly to Ship's Store Profits, Navy, functional account 75400.

1. True
2. False

5-40. Cash from vending machines should be collected at which of the following times?

1. Daily
2. Immediately before repair
3. Both 1 and 2 above
4. Twice weekly

5-41. Cash from vending machines must be collected on holidays and weekends whenever collection exceed at least what amount?

1. \$50
2. \$100
3. \$150
4. \$200

5-42. Daily collections of vending machines will satisfy all collection requirements.

1. True
2. False

5-43. The NAVSUP 236 should be completed how often?

1. Daily
2. Weekly
3. Monthly
4. Quarterly

5-44. What is the acceptable average figure for number of drinks per gallon of syrup in cup-type machines?

1. 75
2. 90
3. 100
4. 115

5-45. Which of the following guideline provide(s) you with the best indication to help you determine the amount of sales in cup-type vending machines?

1. Cash actually collected
2. Record of syrup used
3. Meter readings
4. All of the above

5-46. Which of the following NAVSUP forms should you use to prepare your vending machine control form at the end of each month?

1. NAVSUP 464
2. NAVSUP 469
3. NAVSUP 470
4. All of the above

5-47. In the vending machine control, items such as springs, fuses, and other repair parts should be recorded in what column of the NAVSUP 2357

1. Receipts
2. Expenditures
3. Cost of Operation
4. Other

5-48. The cost of vending machine sales and the cost of vending machine operation should be subtracted from cash received from sales. This figure should give you which of the following amounts?

1. Net profit
2. Gross profit
3. Cost of repair parts
4. All of the above

Learning Objective: Recognize the significance of ship's store profits and identify the ways in which profits are generated, distributed, and used.

5-49. Money for the General Fund accrues from which of the following sources?

1. A percentage assessment on the net cash sales of each ship
2. The excess profits reported by various ships
3. The balance of ship's store profits remaining after the loss or decommissioning of a ship
4. All of the above sources

5-50. Ship's store profits generated during an accounting period should NOT exceed what percentage of the cost of retail sales?

1. 5%
2. 10%
3. 15%
4. 20%

5-51. A large part of the monies from the General Fund supports which of the following facilities or programs?

1. Navy recreation centers
2. Construction of swimming pools
3. Navy motel operation program
4. Navy motion picture program

- 5-52. The largest expenditure from the General Fund financially supports or covers which of the following goals or conditions?
1. Modernization of ship's facilities
 2. Shortages that occur and are too large to be equitably absorbed by the ship
 3. Initial installation of the ship's store facility
 4. Procurement of vending machines for the ship
- 5-53. NAVRESSO is the procurement activity for all vending machines, popcorn machines, and soft ice cream machines aboard ship.
1. True
 2. False
- 5-54. Loans for purchase of vending machines are made from the General Fund through NAVRESSO and must be reported according to NAVRESSO instructions.
1. True
 2. False
- 5-55. Profits that have been transferred to the Recreation Fund from the Trust Fund belonging to the ship are expended as deemed necessary by what officer?
1. Recreation officer
 2. Ship's store officer
 3. Operations officer
 4. Commanding officer
- 5-56. Which, if any, of the following persons makes recommendations to the commanding officer on the amount of funds to be transferred to the Recreation Fund?
1. Operation officer
 2. Recreation officer
 3. Ship's store officer
 4. None of the above
- 5-57. Reserve monies should be retained in the ship's store account for which of the following purposes?
1. To finance laundry operations during yard periods
 2. To lower losses in profits resulting from surveys
 3. To offset the effects of markdowns below cost
 4. To cover all of the above situations
- 5-58. When you are projecting the amount of ship's store profits you will later forward to the Recreation Fund, on what form can you find the amount of Funds Brought Forward for the prior accounting period?
1. Standard Form 1034
 2. DD Form 1149
 3. DD Form 1155
 4. NAVCOMPT Form 153
- 5-59. When may interim profits be transferred to the Recreation Fund?
1. Monthly only
 2. At the end of each quarter
 3. At the end of the accounting period
 4. At any time when deemed necessary by the commanding officer
- 5-60. Charges are made against ship's store profits for which of the following purposes?
1. For repayment of loans received from NAVRESSO
 2. For payment of assessment by the General Fund
 3. For reimbursement to personnel who have incurred losses or damage to apparel as a result of a ship's service operation
 4. All of the above
- 5-61. Which of the following objectives does an inventory accomplish?
1. Gives an accurate value of stock on hand
 2. Reestablishes the responsibility of ship's store operators
 3. Provides the basis for transfer of accountability from one ship's store officer to another
 4. All of the above
- 5-62. Inventories must be taken before ship's store records may be closed out.
1. True
 2. False
- 5-63. Inventory figures provide the opening entries on which of the following documents?
1. Ship's Store Afloat Financial Control Record (NAVSUP 235)
 2. Stock Record Cards (NAVSUP 464)
 3. Journal of Receipts (NAVSUP 977)
 4. All of the above

- 5-64. Inventories help in stock control by allowing the senior Ship's Serviceman to determine whether the ship's store is overstocked or understocked with individual stock items?
1. True
 2. False
- 5-65. With which, if any, of the following persons does the responsibility to acquire and maintain a complete and an accurate inventory rest?
1. Supply officer
 2. Commanding officer
 3. ship's store officer
 4. None of the above
- 5-66. What minimum number of inventory teams is/are required for a two-count ship's store inventory syetem?
1. One
 2. Two
 3. Three
 4. Four
- 5-67. An inventory team may consist of only one person if personnel are not available.
1. True
 2. False
- 5-68. A first-count inventory team may include which of the following individual?
1. ship's store officer
 2. A designated officer assistant
 3. Any commissioned officer
 4. Each of the abve
- 5-69. A senior enlisted person in the supply rating (E-6 or above) and one other enlisted person can form second-count inventory teams.
1. True
 2. False
- 5-70. Monthly inventories may be conducted by a qualified senior enlisted member (E-6 or above) in a supply rating upon written authorization from what official?
1. Commanding officer
 2. Executive officer
 3. Supply officer
 4. Type commander
- 5-71. A set of inventory count sheets should consist of what total number of copies (including the original)?
1. Six
 2. Two
 3. Three
 4. Four
- 5-72. What individual serialize the count sheets before they are distributed to the inventory teams?
1. Supply officer
 2. Leading petty officer
 3. Ship's store officer
 4. Ship's store operator
- 5-73. Ths ship'e store officer must maintain a number control, in duplicate, of all inventory count sheets issued with the team and spaces that are assigned to each sheet.
1. True
 2. False
- 5-74. When inventory count sheets must be held overnight, the ship's store officer is authorized to leave each spece count sheet with the responsible custodian of the spaces to be inventoried.
1. True
 2. False
- 5-75. Information on the stock items to be inventoried must be recorded in advance on the inventory count sheet. Which of the following persons must record this information?
1. Recordskeeper
 2. The responsible custodian of the spaces to be inventoried
 3. Inventory team leader
 4. Either 2 or 3 above, depending upon availability